STIHome+

User Manual

Overview

Internet Browsers

**** Important note for all browsers ****

If you have students in more than one building you will have to quit your browser and restart it before trying to login to the next building. If you just click the link for the login of the second building you will NOT be connected to the database for the new building. You must QUIT the program and restart before you can login to a different building.

Internet Explorer Requirements

The followings versions of Microsoft Internet Explorer are fully supported for STIHome+:

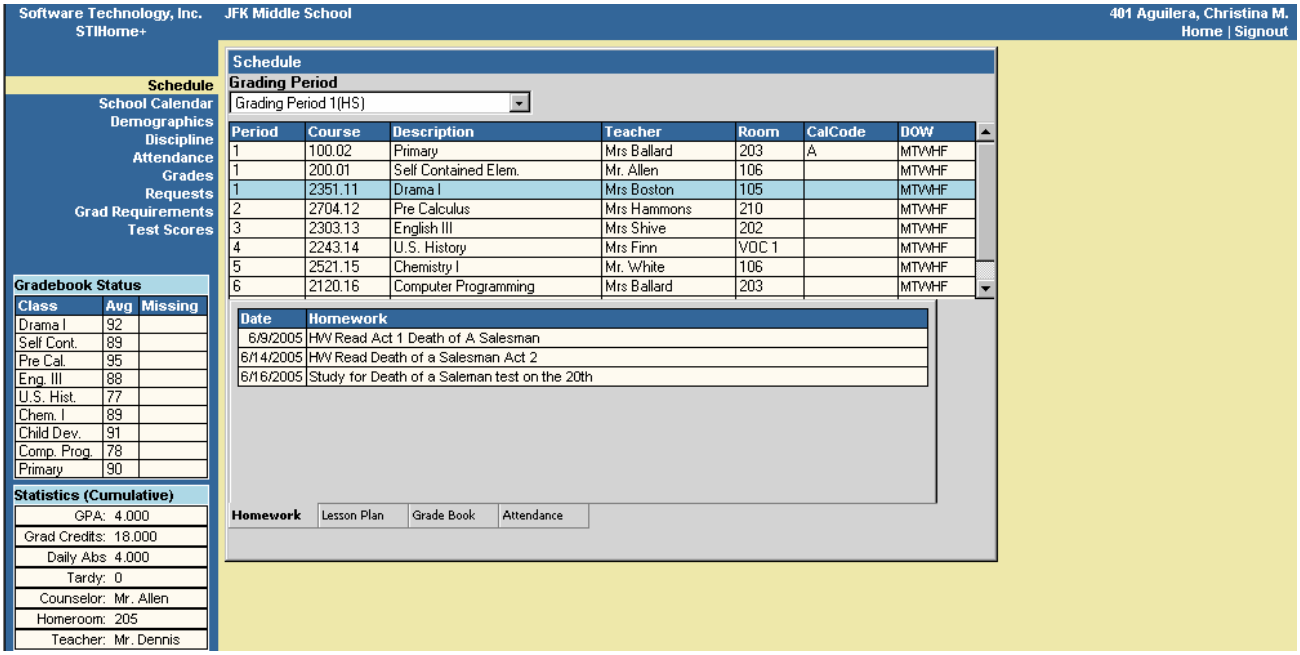
- PC Users (Windows): Version 6.0 with latest service packs and updates
- Macintosh users
  - Mac OS 9: Version 5.1 with latest service packs and updates
  - Mac OS X: Version 5.2 with latest service packs and updates

Other Browsers

Although Internet Explorer is the only fully supported browser brief testing has indicated that on both Mac and Windows , Firefox 2 , Safari 3, Opera 9, appear to work for viewing Data. Some minor visual artifacts appear but in general they appear to work.

STIHome+ Student Services Desktop

After the user has signed in, the *Student Services* desktop will appear, as shown below.



Options available within Student Services are listed in the upper left side of the screen. Click on any option and a corresponding view will appear in the main area of the screen to the right.

By default, the *Schedule* view will appear upon sign-in.

Static Information

Basic student information is displayed onscreen throughout the session. This includes the following:

Identifying Information and Shortcut Buttons

Button/Field	Description
Student ID Number/Name	This information is located in the upper right corner of the screen.
Home button	While in the Student Services view, click **Home** in the upper right corner to return to the original page that links the user to Student Services.
Signout button	Click **Signout** in the upper right corner to close out of STIHome+.
School Name	The school name should be listed in the upper left corner of the screen.
STI Link	Click **Software Technology, Inc.** in the upper left corner to follow a link to the STI home page.
About STIHome+	Click **STIHome+** in the upper left corner to view technical information about the current version of the application. This information is provided for technical support purposes.

Status

On the left side of the screen, the *Status* box lists all classes in the student's schedule, along with the student's current average in each class. The *Missing* column displays the number of grade book activities that are missing scores.

Statistics

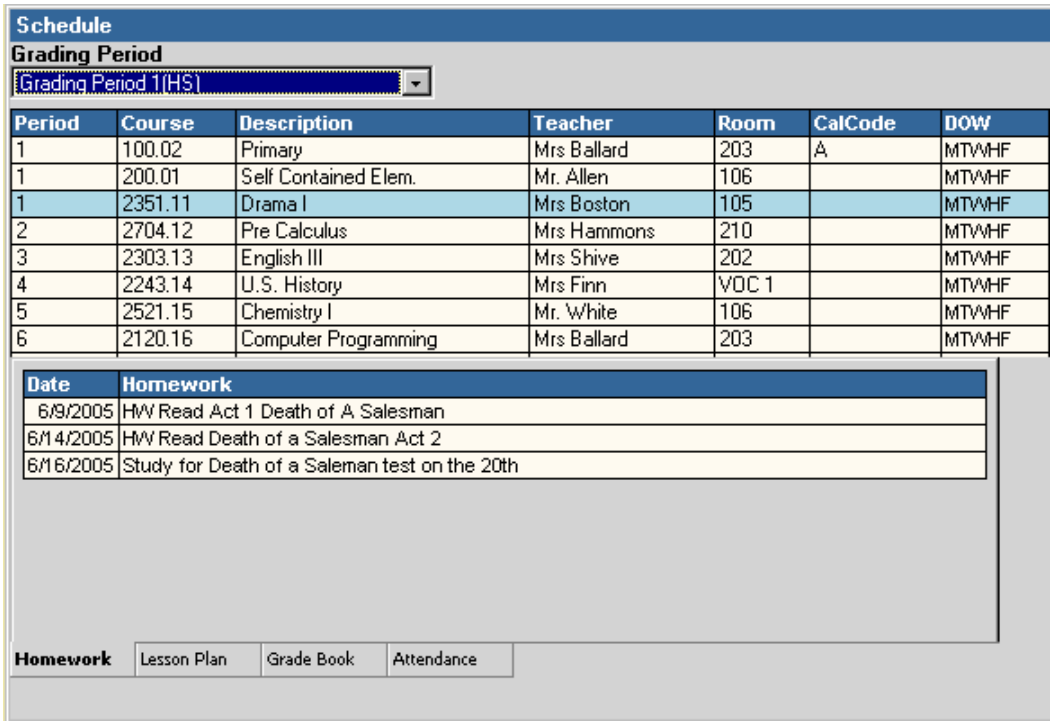
The *Statistics* box, located directly below the *Status* box, displays the following details:

Field	Description
GPA	Student's grade point average, as of the most recent report card.
Grad Credits	Number of credits the student has accrued toward graduation, as of the most recent report card.
Absent	Lists the total number of days absent during the current school year, as of the most recent attendance posting. May include decimals to indicate partial days absent.
Tardy	Lists the total number of tardies during the current school year, as of the most recent attendance posting.
Counselor	The guidance counselor assigned to the student is listed here, where applicable.
Homeroom	Student's homeroom number is listed here.
Teacher	Student's homeroom teacher is listed here.

Schedule

Viewing the Schedule

The student's full schedule for a selected grading period will be displayed at the top of the *Schedule* view. The current grading period is selected by default; however, the user may click the *Grading Period* drop-down arrow to select another grading period as desired.


Schedule
Grading Period
Grading Period 1 (HS)
Period Course Description Teacher Room CalCode DOW
1 100.02 Primary Mrs Ballard 203 A MTWHF
1 200.01 Self Contained Elem. Mr. Allen 106 MTWHF
1 2351.11 Drama I Mrs Boston 105 MTWHF
2 2704.12 Pre Calculus Mrs Hammons 210 MTWHF
3 2303.13 English III Mrs Shive 202 MTWHF
4 2243.14 U.S. History Mrs Finn VOC 1 MTWHF
5 2521.15 Chemistry I Mr. White 106 MTWHF
6 2120.16 Computer Programming Mrs Ballard 203 MTWHF
Date Homework
6/9/2005 HW Read Act 1 Death of A Salesman
6/14/2005 HW Read Death of a Salesman Act 2
6/16/2005 Study for Death of a Saleman test on the 20th
Homework
Lesson Plan
Grade Book
Attendance

Select a Class in the Schedule

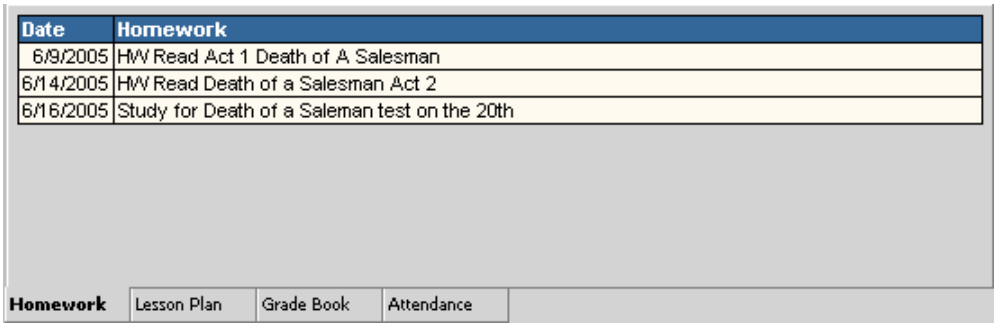
Any highlighted class in the schedule is considered to be the *currently selected* class. Only one class may be selected at a time.

Homework assignments, the teacher's *Grade Book* details and *Attendance* information for the selected class are displayed below the schedule as menu tabs. Click a tab to view corresponding information for the selected class.

To select a different class, click in either the *Period*, *Course* or *Description* columns for that class.

Homework

The *Homework* tab is displayed by default when the user first accesses the *Schedule* view, as shown in the screen shot above. Any homework assignments that have been entered by the teacher of the selected class will be displayed here.

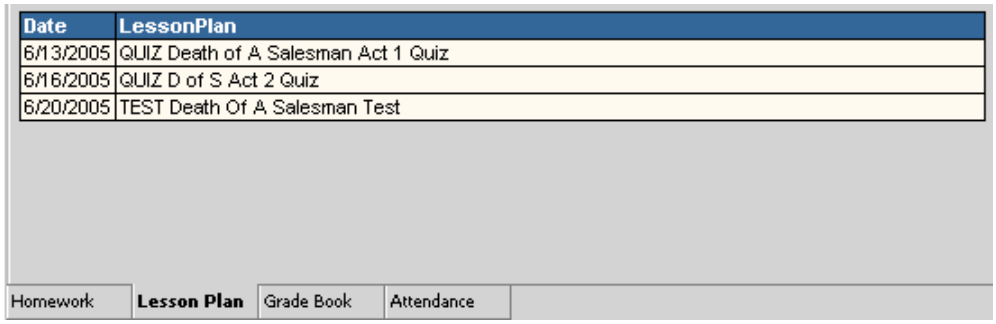


Date	Homework
6/9/2005	HW Read Act 1 Death of A Salesman
6/14/2005	HW Read Death of a Salesman Act 2
6/16/2005	Study for Death of a Saleman test on the 20th

Homework | Lesson Plan | Grade Book | Attendance

Lesson Plan

The *Lesson Plan* tab will display any information entered into the teacher's lesson plans regarding classroom activities that relate to the plan (for example, Quizzes).

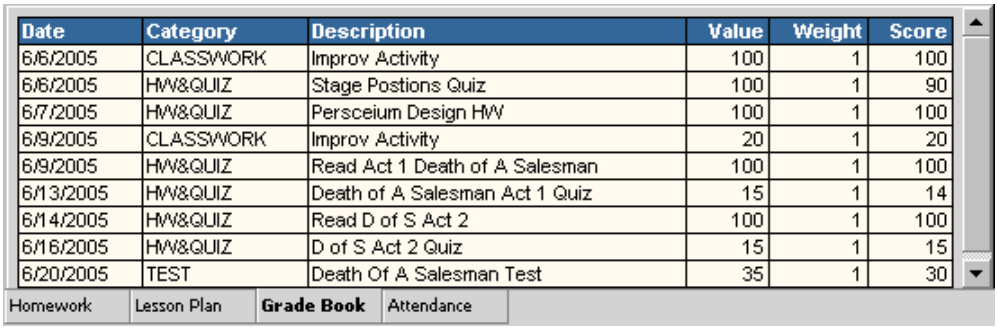


Date	LessonPlan
6/13/2005	QUIZ Death of A Salesman Act 1 Quiz
6/16/2005	QUIZ D of S Act 2 Quiz
6/20/2005	TEST Death Of A Salesman Test

Homework | **Lesson Plan** | Grade Book | Attendance

Grade Book

Click the *Grade Book* tab to view Grade Book activity information for the selected class.



Date	Category	Description	Value	Weight	Score
6/6/2005	CLASSWORK	Improv Activity	100	1	100
6/6/2005	HW&QUIZ	Stage Postions Quiz	100	1	90
6/7/2005	HW&QUIZ	Persceium Design HW	100	1	100
6/9/2005	CLASSWORK	Improv Activity	20	1	20
6/9/2005	HW&QUIZ	Read Act 1 Death of A Salesman	100	1	100
6/13/2005	HW&QUIZ	Death of A Salesman Act 1 Quiz	15	1	14
6/14/2005	HW&QUIZ	Read D of S Act 2	100	1	100
6/16/2005	HW&QUIZ	D of S Act 2 Quiz	15	1	15
6/20/2005	TEST	Death Of A Salesman Test	35	1	30

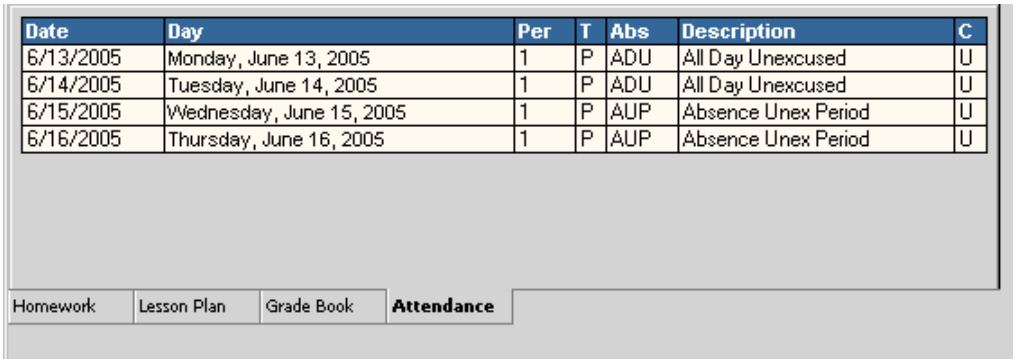
Homework | Lesson Plan | **Grade Book** | Attendance

Items listed under the *Category* column reflect course categories – generally, types of assignments – as created by teachers in STIClassroom. Typical categories include quizzes, reading assignments, homework or term papers.

Teachers may choose to make each category count for a specified percentage of the overall grade for the course. Various *Activities* comprise each category; for example, *Read pp. 56-78* could be an activity for the *Homework* category.

Attendance Information

Click the *Attendance* tab and the student's attendance history for any selected class will be displayed below the schedule. This attendance information is current as of the school's most recent attendance posting.



Date	Day	Per	T	Abs	Description	C
6/13/2005	Monday, June 13, 2005	1	P	ADU	All Day Unexcused	U
6/14/2005	Tuesday, June 14, 2005	1	P	ADU	All Day Unexcused	U
6/15/2005	Wednesday, June 15, 2005	1	P	AUP	Absence Unex Period	U
6/16/2005	Thursday, June 16, 2005	1	P	AUP	Absence Unex Period	U

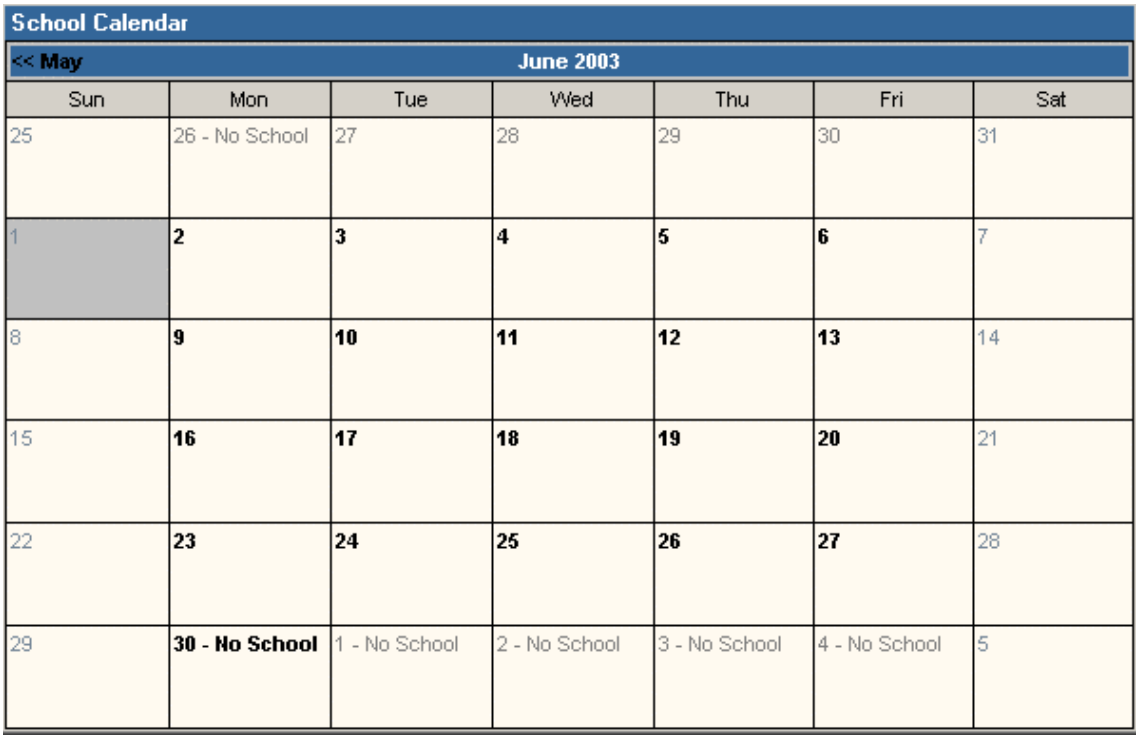
- *Daily Attendance* reflects whether or not a student is counted as present or absent for the full school day. The criteria for this determination is set up according to standards set by the school, district, county or state.
- *Period Attendance* is used to track a student's presence in each class during the school day. In some cases, *daily* attendance is determined based on period attendance; that is, the number of periods (or minutes, in some cases) for which a student is present at school can be used to establish the student's status as present or absent for the full day.

All tardies and/or absences are listed by date, with the most recent date at the top of the list. Use the scroll bar to the right of the list to move up and down the list, if applicable.

School Calendar

Viewing the School Calendar

Click **School Calendar** and the current month will appear onscreen in calendar format.



School Calendar

<< May			June 2003			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26 - No School	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 - No School	1 - No School	2 - No School	3 - No School	4 - No School	5

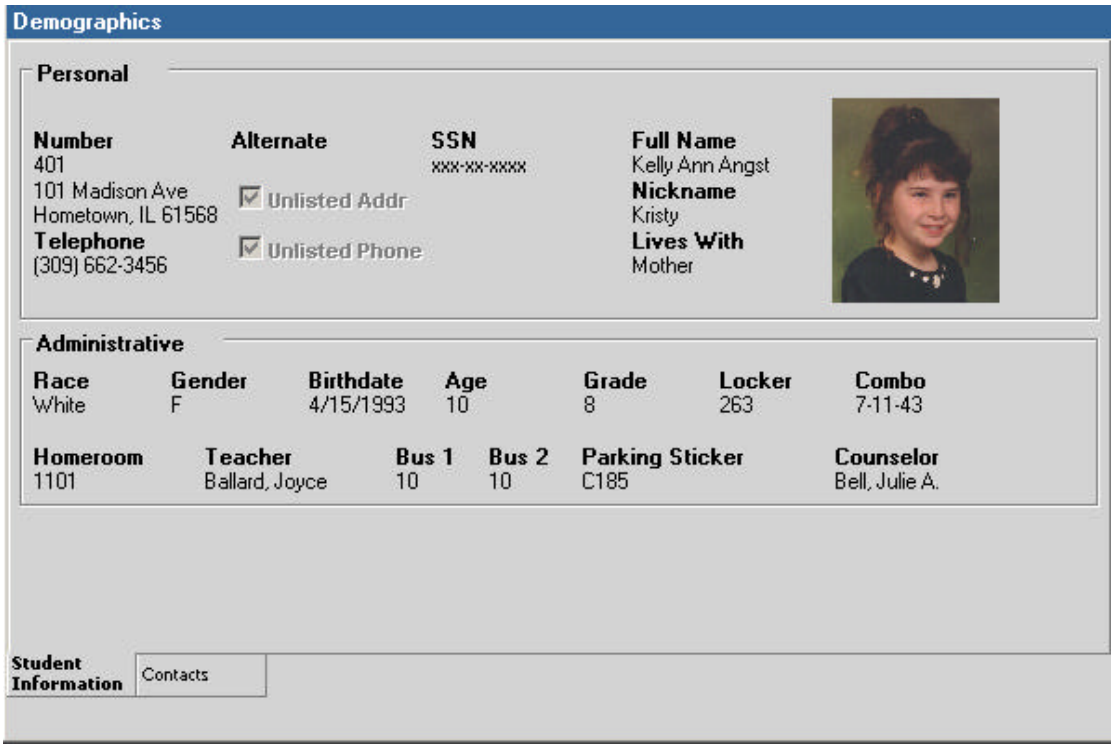
Navigating the School Calendar

The previous and subsequent months will be displayed onscreen, to the left and right of the current month's name at the top of the calendar. Click on a month to view it onscreen or to scroll to an earlier or later month.

Demographics

Viewing Student Demographic Information

Click **Demographics** to view the student's demographic information. A view will appear with two tabs: *Student Information* and *Contacts*.



Student Information

This tab is shown by default.

Personal Details

At the top of the *Student Information* view, personal data such as the student's full name, nickname, address and telephone number will be listed.

Administrative Details

This section includes school information such as race, gender, birth date, locker number and combination, home room teacher, bus number and parking sticker number.

Contacts

Click the *Contacts* tab to view a list of student contact information (phone number and mailing address). This list may include parent/guardian and doctors or other emergency numbers.

Demographics

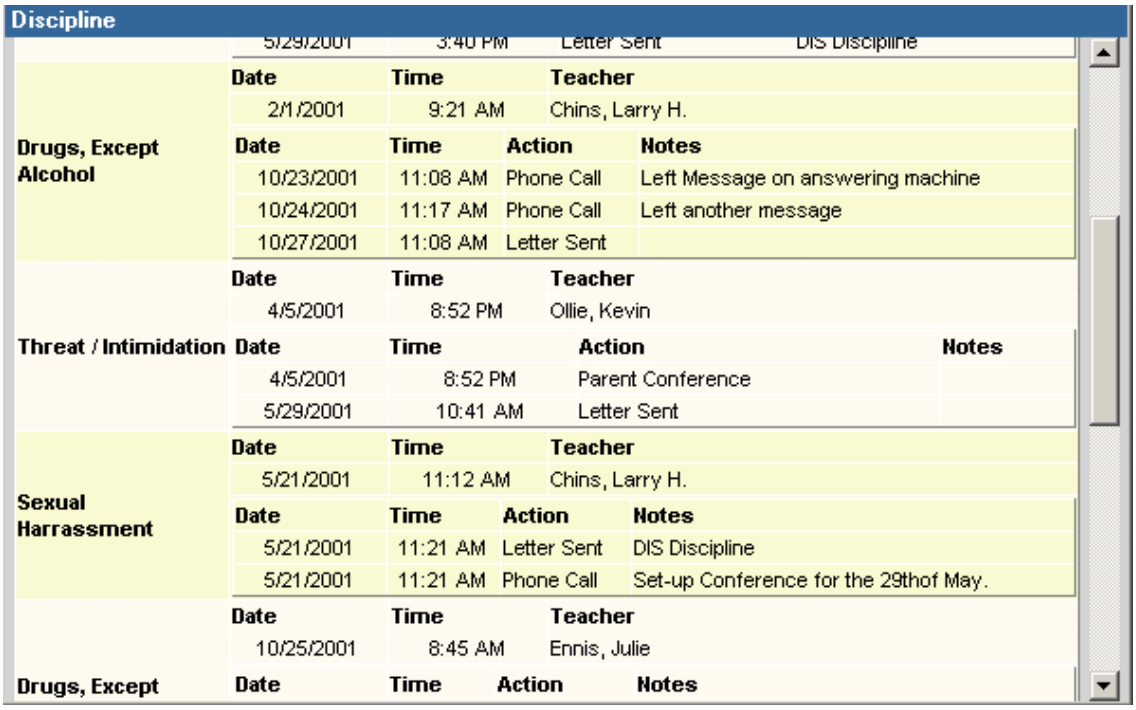
Name	Relationship	Phone	Address	Address	City	ST	Zip
Glenna Bargo	Mother	546-2409	208 Third Street		Hometown	IL	40906
Ovia Bargo		546-4298			Hometown		
Anna Mae Bunch	Aunt	546-8664					
Helen Rice And Juanita Peters	Can Check Out						
Hayden		000-0000					

Student Information | **Contacts**

Discipline ⊠

Viewing Student Discipline Information

Click **Discipline** to view the student's discipline history.


Discipline
5/29/2001 3:40 PM Letter Sent DIS Discipline
Date Time Teacher
2/1/2001 9:21 AM Chins, Larry H.
Drugs, Except Alcohol
Date Time Action Notes
10/23/2001 11:08 AM Phone Call Left Message on answering machine
10/24/2001 11:17 AM Phone Call Left another message
10/27/2001 11:08 AM Letter Sent
Date Time Teacher
4/5/2001 8:52 PM Ollie, Kevin
Threat / Intimidation
Date Time Action Notes
4/5/2001 8:52 PM Parent Conference
5/29/2001 10:41 AM Letter Sent
Date Time Teacher
5/21/2001 11:12 AM Chins, Larry H.
Sexual Harrassment
Date Time Action Notes
5/21/2001 11:21 AM Letter Sent DIS Discipline
5/21/2001 11:21 AM Phone Call Set-up Conference for the 29thof May.
Date Time Teacher
10/25/2001 8:45 AM Ennis, Julie
Drugs, Except
Date Time Action Notes

By default, the most recent discipline entries are listed at the bottom of the view. Use the scroll bar to navigate through the records as necessary.

Discipline Details

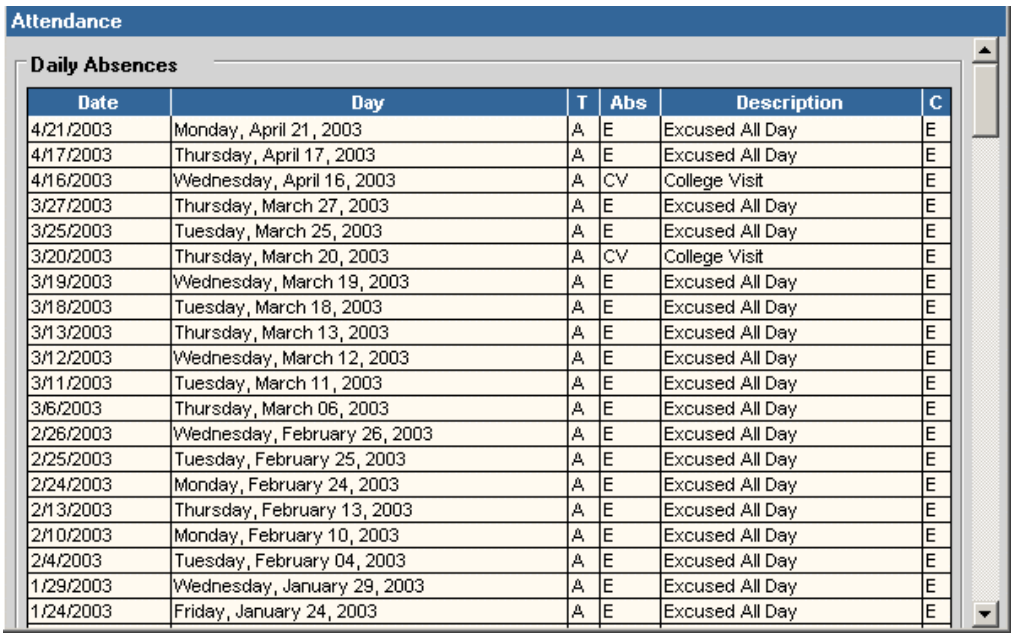
- The type of discipline infraction (such as *Absence Letter, Skipping School*, *Fighting*, etc.) is listed in boldface to the left of each entry.
- The *Date* of the original incident is listed at the top of entry, along with the school employee who reported the incident.
- All *Actions* taken are listed below. This might include actions such as *Phone Call* or *Letter Sent.*
- Any *Notes* entered regarding the action will be listed to the right.

Attendance ☒

Viewing Student Attendance

Click **Attendance** to view the student's detailed attendance history. This will provide a more detailed attendance record than that displayed in the **Schedule** view.

The record will include daily and period attendance information for the current school year, as of the most recent posting of attendance at the school.



Date	Day	T	Abs	Description	C
4/21/2003	Monday, April 21, 2003	A	E	Excused All Day	E
4/17/2003	Thursday, April 17, 2003	A	E	Excused All Day	E
4/16/2003	Wednesday, April 16, 2003	A	CV	College Visit	E
3/27/2003	Thursday, March 27, 2003	A	E	Excused All Day	E
3/25/2003	Tuesday, March 25, 2003	A	E	Excused All Day	E
3/20/2003	Thursday, March 20, 2003	A	CV	College Visit	E
3/19/2003	Wednesday, March 19, 2003	A	E	Excused All Day	E
3/18/2003	Tuesday, March 18, 2003	A	E	Excused All Day	E
3/13/2003	Thursday, March 13, 2003	A	E	Excused All Day	E
3/12/2003	Wednesday, March 12, 2003	A	E	Excused All Day	E
3/11/2003	Tuesday, March 11, 2003	A	E	Excused All Day	E
3/6/2003	Thursday, March 06, 2003	A	E	Excused All Day	E
2/26/2003	Wednesday, February 26, 2003	A	E	Excused All Day	E
2/25/2003	Tuesday, February 25, 2003	A	E	Excused All Day	E
2/24/2003	Monday, February 24, 2003	A	E	Excused All Day	E
2/13/2003	Thursday, February 13, 2003	A	E	Excused All Day	E
2/10/2003	Monday, February 10, 2003	A	E	Excused All Day	E
2/4/2003	Tuesday, February 04, 2003	A	E	Excused All Day	E
1/29/2003	Wednesday, January 29, 2003	A	E	Excused All Day	E
1/24/2003	Friday, January 24, 2003	A	E	Excused All Day	E

Use the scroll bar to navigate up or down the *Attendance* view to browse the various types of attendance information.

Attendance Details

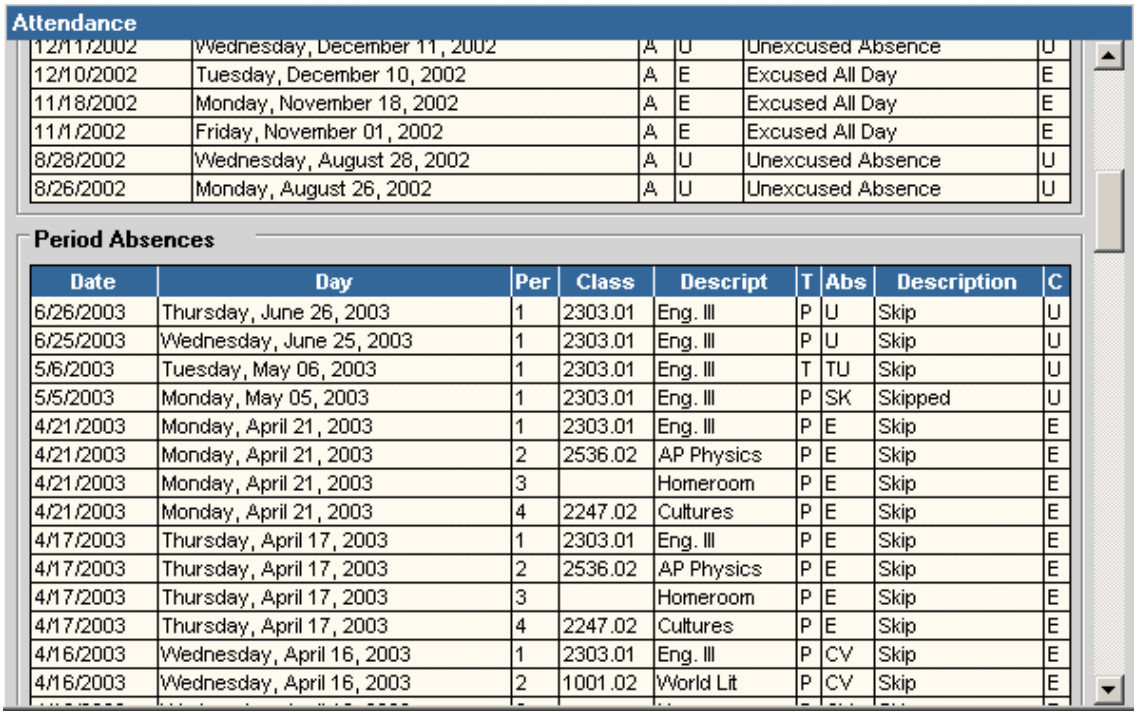
Attendance information is listed in the following order:

Daily Absences

This included all regular daily absences. The date, day of the week, type of absence, excused or un-excused status and a description are displayed onscreen, with the most recent absences at the top of the list.

Period Absences

Period absences are listed below daily absences. *Period* attendance refers to a student's presence in or absence from any particular period; a student who misses multiple periods during a single day may still be considered presence in terms of daily attendance, depending on the attendance criteria set up by the school.

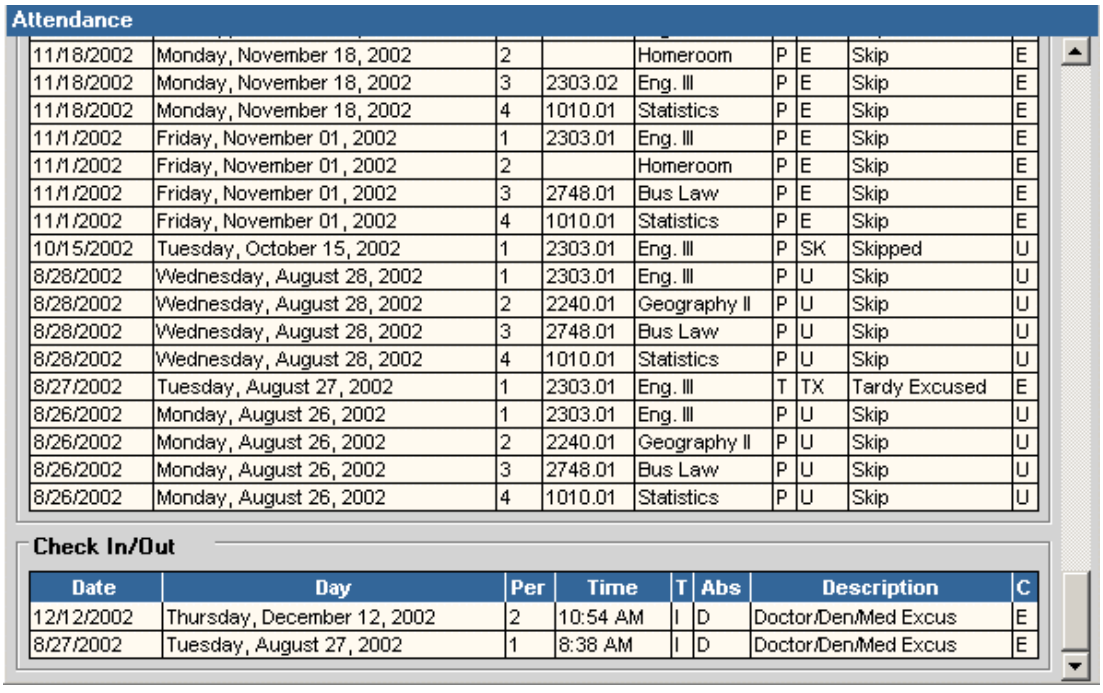

Attendance
12/11/2002 Wednesday, December 11, 2002 A U Unexcused Absence U
12/10/2002 Tuesday, December 10, 2002 A E Excused All Day E
11/18/2002 Monday, November 18, 2002 A E Excused All Day E
11/1/2002 Friday, November 01, 2002 A E Excused All Day E
8/28/2002 Wednesday, August 28, 2002 A U Unexcused Absence U
8/26/2002 Monday, August 26, 2002 A U Unexcused Absence U
Period Absences
Date Day Per Class Descript T Abs Description C
6/26/2003 Thursday, June 26, 2003 1 2303.01 Eng. III P U Skip U
6/25/2003 Wednesday, June 25, 2003 1 2303.01 Eng. III P U Skip U
5/6/2003 Tuesday, May 06, 2003 1 2303.01 Eng. III T TU Skip U
5/5/2003 Monday, May 05, 2003 1 2303.01 Eng. III P SK Skipped U
4/21/2003 Monday, April 21, 2003 1 2303.01 Eng. III P E Skip E
4/21/2003 Monday, April 21, 2003 2 2536.02 AP Physics P E Skip E
4/21/2003 Monday, April 21, 2003 3 Homeroom P E Skip E
4/21/2003 Monday, April 21, 2003 4 2247.02 Cultures P E Skip E
4/17/2003 Thursday, April 17, 2003 1 2303.01 Eng. III P E Skip E
4/17/2003 Thursday, April 17, 2003 2 2536.02 AP Physics P E Skip E
4/17/2003 Thursday, April 17, 2003 3 Homeroom P E Skip E
4/17/2003 Thursday, April 17, 2003 4 2247.02 Cultures P E Skip E
4/16/2003 Wednesday, April 16, 2003 1 2303.01 Eng. III P CV Skip E
4/16/2003 Wednesday, April 16, 2003 2 1001.02 World Lit P CV Skip E

Details displayed onscreen include: date, day of the week, each period missed, class number and course description, excused or un-excused status and an absence description.

Check In / Out

Check-ins and check-outs are used to track students who leave and/or return to school during the day for legitimate purposes, such as visits to the doctor. Students are generally checked out by the office when they leave school, and checked in when they return.

A list of all check-ins and check-outs is displayed at the bottom of the *Attendance* view, as shown in the screen shot below.


Attendance
11/18/2002 Monday, November 18, 2002 2 Homeroom P E Skip E
11/18/2002 Monday, November 18, 2002 3 2303.02 Eng. III P E Skip E
11/18/2002 Monday, November 18, 2002 4 1010.01 Statistics P E Skip E
11/1/2002 Friday, November 01, 2002 1 2303.01 Eng. III P E Skip E
11/1/2002 Friday, November 01, 2002 2 Homeroom P E Skip E
11/1/2002 Friday, November 01, 2002 3 2748.01 Bus Law P E Skip E
11/1/2002 Friday, November 01, 2002 4 1010.01 Statistics P E Skip E
10/15/2002 Tuesday, October 15, 2002 1 2303.01 Eng. III P SK Skipped U
8/28/2002 Wednesday, August 28, 2002 1 2303.01 Eng. III P U Skip U
8/28/2002 Wednesday, August 28, 2002 2 2240.01 Geography II P U Skip U
8/28/2002 Wednesday, August 28, 2002 3 2748.01 Bus Law P U Skip U
8/28/2002 Wednesday, August 28, 2002 4 1010.01 Statistics P U Skip U
8/27/2002 Tuesday, August 27, 2002 1 2303.01 Eng. III T TX Tardy Excused E
8/26/2002 Monday, August 26, 2002 1 2303.01 Eng. III P U Skip U
8/26/2002 Monday, August 26, 2002 2 2240.01 Geography II P U Skip U
8/26/2002 Monday, August 26, 2002 3 2748.01 Bus Law P U Skip U
8/26/2002 Monday, August 26, 2002 4 1010.01 Statistics P U Skip U
Check In/Out
Date Day Per Time T Abs Description C
12/12/2002 Thursday, December 12, 2002 2 10:54 AM I D Doctor/Den/Med Excus E
8/27/2002 Tuesday, August 27, 2002 1 8:38 AM I D Doctor/Den/Med Excus E

Check In/ Check Out details include the date, day of the week, period, time and description.

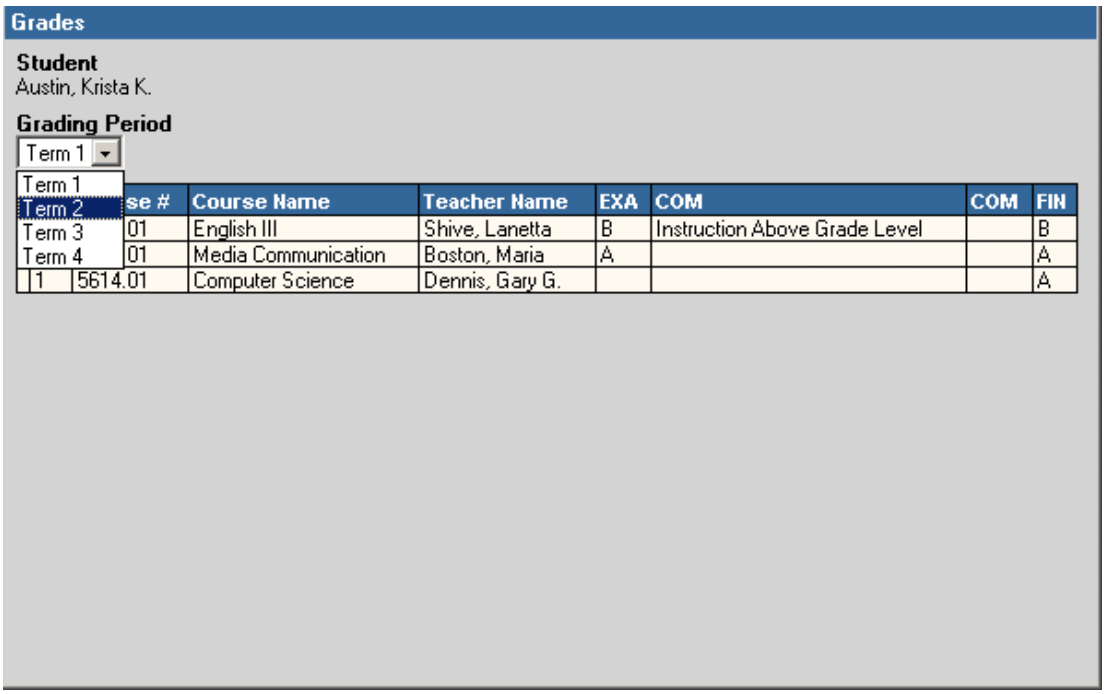
Grades ⊠

Viewing Grades

Click **Grades** to view the student's most recent report card grades for all applicable classes.

The current *Grading Period* is selected by default. To view grades from a grading period that has passed, click the drop-down arrow and select any available term.

Report card grades are listed for grading periods that have already been completed. The grades listed for the current grading period reflect the student's average as of the most recent posting of grades.



Grade Details

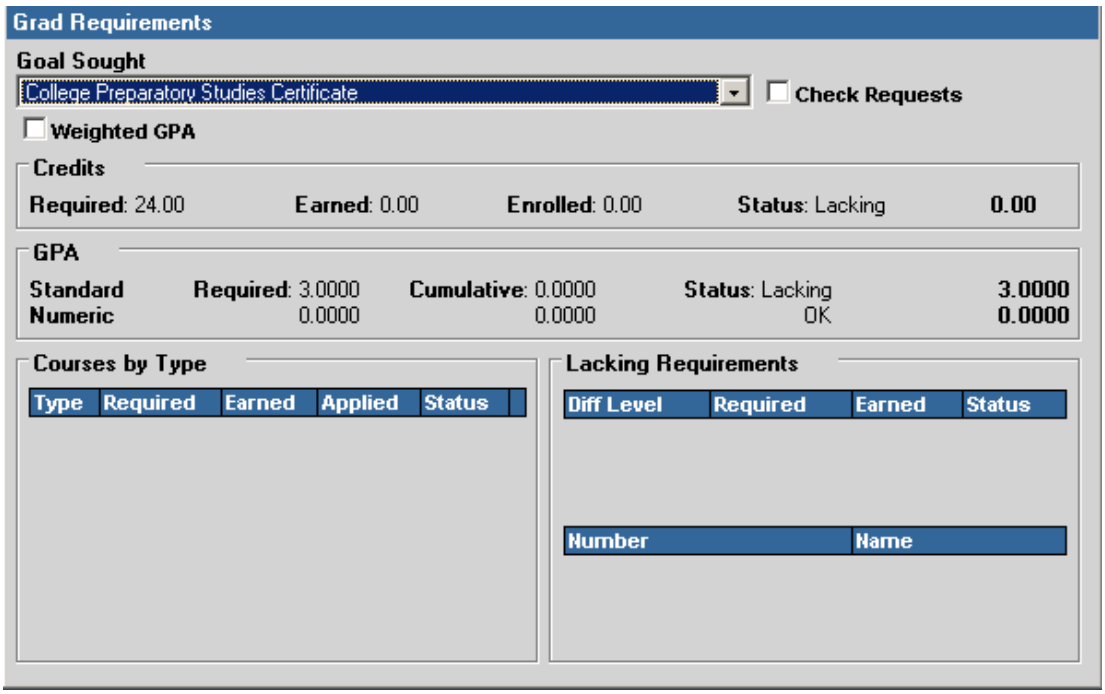
All classes with grades are listed onscreen in schedule format. Information displayed may include the following: Course number, course name, teacher name, exam grades, one or two comments and a final grade if available.

Graduation Requirements

About Graduation Requirements

This utility allows parents and students to view graduation requirements, along with the student's current progress toward meeting these requirements. All completed courses and actual credits earned are displayed, and a list of required courses, total required credits and GPA is provided.

Click **Grad Requirements** to view this information.



Viewing Graduation Requirements

To browse graduation requirements, the user must select the items listed below:

Goal Sought

Use the drop-down list to select the graduation goal being sought by the student. Goals are available here only if the school has set up the information in STIOffice. Examples might include *Regular Diploma*, *Honors Diploma*, *College Preparatory Studies Certificate*, etc.

Check Requests

Check this box to evaluate the student's progress by counting any pending course requests against courses required for graduation. This criterion will be based on the *Goal Sought* selected above.

In terms of credit calculation, when *Check Requests* is selected, the course requests will be counted as *Enrolled In* credits, as if the student has actually been assigned all requested courses.

Weighted GPA

Check this box to use the weighted GPA when checking graduation requirements. The course weights will be reflected in the GPA calculations displayed below.

Displayed Information

Graduation requirement details are displayed onscreen in the following order:

Credits

Detail	Description
Required	The number of credits required for graduation is listed here.
Earned	The number of credits that have been earned (completed) by the student is listed here.
Enrolled	The number of credits for which the student is currently enrolled (uncompleted) is displayed here.
Status	This field indicates the status of the student in regard to fulfilling the credit requirement for the selected Goal Sought. If the number of Earned credits plus the number of Enrolled credits is equal to or greater than the number of Required credits, the Status will be OK. Otherwise, the status will be marked as Lacking and the number of credits still required will be displayed.

GPA

Detail	Description
Standard Required	The minimum standard GPA (based on four points) required for the selected Goal Sought is listed here.
Numeric Required	If applicable, the minimum numeric GPA (based on 100 points) required for the selected Goal Sought is listed here.
Cumulative	The student's actual current cumulative GPA will be listed here. The numeric GPA will be displayed below the standard GPA, if applicable.
Status	This field indicates the status of the student in regard to fulfilling the GPA requirement for the selected Goal Sought. If the Cumulative GPA is equal to or greater than the Required GPA, the Status will be OK. Otherwise, the status will be marked as Lacking and the number of GPA points lacking will be displayed.

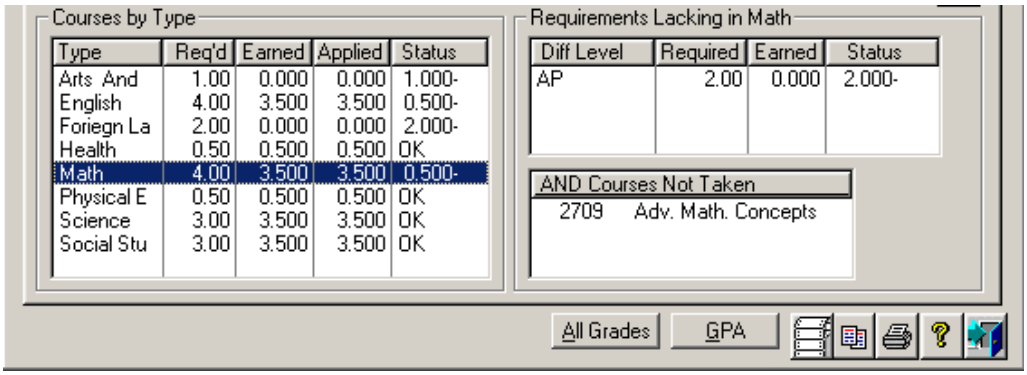
Courses by Type

Detail	Description
Type	This column lists each course type (English, Social Studies, etc.) that has a minimum credit requirement for the selected goal.
Required	The minimum number of credits required for each course type is displayed in this column.
Earned	The number of credits for each course type that have been earned up to the present date are listed here.

Applied	This column lists the number of Earned credits that may be applied toward the goal requirements.
Status	This column displays OK if the student has met the minimum credit requirement for the course type; if not, the number of credits needed will be shown with a negative symbol (for example, 1.5000- if the student is lacking 1.5 credits).

Lacking Requirements

This browse box displays difficulty level information for the course type currently selected in the *Courses by Type* box.


Courses by Type
Type Req'd Earned Applied Status
Arts And 1.00 0.000 0.000 1.000-
English 4.00 3.500 3.500 0.500-
Foriegn La 2.00 0.000 0.000 2.000-
Health 0.50 0.500 0.500 OK
Math 4.00 3.500 3.500 0.500-
Physical E 0.50 0.500 0.500 OK
Science 3.00 3.500 3.500 OK
Social Stu 3.00 3.500 3.500 OK
Requirements Lacking in Math
Diff Level Required Earned Status
AP 2.00 0.000 2.000-
AND Courses Not Taken
2709 Adv. Math. Concepts
All Grades
GPA

In the screen shot shown above, the information in the *Lacking Requirements* browse box indicates that the student is required to earn *2.0* credits in *AP*-level *Math* in order to meet the math requirement for the selected goal. This is true despite the fact that the student is only lacking *0.5* credits in the general *Math* requirement (as indicated in the *Courses by Type* browse box); the *AP* requirement is in addition to the general *Math* requirement.

The four columns displayed in the *Lacking Requirements* browse box are described below:

Detail	**Description**
Diff Level	This column indicates the level of difficulty required for the lacking requirement; AP level is shown in the above example, but this could be Honors or Regular, etc.
Required	The minimum number of credits that must be earned for this particular requirement is shown in this column.
Earned	The number of credits earned toward this additional requirement (as of the current date) is listed here.
Status	This column will display OK if the student has met the minimum additional requirement; if not, the number of credits needed will be shown with a negative symbol (for example, 2.000- if the student is lacking 2.0 credits, as in the above example).

AND Courses Not Taken

This final browse box in the *Grad Requirements* view will list any additional courses that the student must complete in order to fulfill the selected goal. This would include specific required courses; for example, *Advanced Math Concepts* might be required in order for a student to graduate with an Advanced Diploma.